



HOLTVILLE UNIFIED SCHOOL DISTRICT

Governing Board of Trustees

Regular Board Meeting

February 22, 2022

Board of Trustees

Matt Hester, President

Robin Cartee, Clerk

Kevin Grizzle, Member

Jared Garewal, Member

Ben Abatti Jr., Member

Superintendent

Celso Ruiz

Assistant Superintendent

John Paul Wells



**REGULAR MEETING
of the
BOARD OF TRUSTEES
HOLTVILLE UNIFIED SCHOOL DISTRICT**

*Tuesday, February 22, 2022
CLOSED SESSION 5:00 P.M., OPEN SESSION 6:00 P.M.
Holtville Unified School District, Board Room, 621 East Sixth Street, Holtville, CA. 92250*

From time-to-time writings that are public records, which are related to open session items on an agenda for a regular meeting, may be distributed to Trustees after the posting of the agenda. Whenever this occurs, such writings will be available for public inspection in the Office of the Superintendent located at 621 E. Sixth Street, Holtville, Ca. 92250

Members of the public who require disability accommodation in order to participate in the meeting should contact the Superintendent at (760)356-2974, or in writing, at least 24 hours prior to the meeting. (Government Code section 54954.2).

1. PRELIMINARY

Call to Order

Flag Salute

Roll Call

Present Absent

Matt Hester, President

Robin Cartee, Clerk

Kevin Grizzle, Member

Jared Garewal, Member

Ben Abatti Jr., Member

Arianna Venegas, Student Rep.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. MODIFICATIONS OF THE ORDER OF THE AGENDA, IF ANY.

Motion: _____ Second: _____ Ayes: ____ Nays: ____ Vote: ____-____

3. STATEMENTS FROM THE PUBLIC REGARDING ITEMS ON THE CLOSED SESSION AGENDA.

At this time, members of the public may address the Board only as to items on the closed session agenda. If you wish to address the Board, please stand, give your name and address and proceed to the podium from which you will speak. Individual presentations shall not be for more than three (3) minutes and the total time for this purpose shall not exceed twenty minutes.

4. CLOSED SESSION

A) Negotiations with Holtville Teachers Association – Pursuant to Government Code Section 3549.1

5. REPORTABLE CLOSED SESSION ACTIONS:

MISSION STATEMENT

The Mission of the Holtville Unified School District is to ensure a standards-based curriculum that promotes excellence in academic, social and emotional growth for every student through the establishment of strong parent/school/community partnerships in a stable and safe learning environment.

**BOARD OF TRUSTEES
HOLTVILLE UNIFIED SCHOOL DISTRICT
REGULAR MEETING – February 22, 2022
AGENDA PAGE 2**

6. PUBLIC COMMENT ON ITEMS ON THE OPEN SESSION AGENDA AND ON NON AGENDA ITEMS OF INTEREST TO THE PUBLIC THAT ARE WITHIN THE SUBJECT MATTER

JURISDICTION OF THE BOARD. At this time, members of the public may address the Board only as to items on the open session agenda or items within the subject matter jurisdiction of the Board. Public comment will not be taken during the Board's consideration of an item on the open session agenda. If you wish to address the Board, please stand, give your name and address and proceed to the podium from which you will speak. Individual presentations shall not be for more than three (3) minutes and the total time for this purpose shall not exceed twenty minutes. In accordance with the Brown Act, unless an item has been placed on the published agenda, there shall be no action taken. The Board may 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

7. COMMUNICATIONS FROM THE SCHOOL DISTRICT

Holtville Teachers Association
California School Employees Association
Student Representative
Governing Board
Assistant Superintendent
Superintendent

8. CONSENT AGENDA

All matters on the Consent Agenda are considered by the Board to be routine and will be enacted by the Board in one motion in the form listed below. The Superintendent and staff recommend approval of all Consent Agenda items.

A. GENERAL FUNCTION

- 1) Adoption of Minutes: January 18, 2022 Pgs. 2-3
(Supplemental Information)

B. FINANCE AND BUSINESS

- 1) Warrant Orders week beginning 1/20/22 to week ending 2/17/22 Pgs. 5-18
(Supplemental Information)

C. PERSONNEL SERVICES

- 1) Classified Resignation Pg. 20
2) Classified Employment Pg. 21
3) Classified Maternity Leave Pg. 22
4) Certificated Maternity Leave Pg. 23

D. GENERAL BUSINESS

The Board is asked to approve the following items:

- 1) 2021-22 SPSA School Plan for Student Achievement for each school site. Pgs. **
2) MOU Regarding Holtville Middle School's Participation in the ASES Consortium Pg. 25-33
3) HHS Robotics Team out of town overnight competition in Lancaster, CA Pg. 34
4) 2022-23 IID Special Project Grant Application Pgs. 35-36

Motion: _____ Second: _____ Ayes: ____ Nays: ____ Vote: ____ - ____

**BOARD OF TRUSTEES
HOLTVILLE UNIFIED SCHOOL DISTRICT
REGULAR MEETING – February 22, 2022
AGENDA PAGE 3**

9. INFORMATION ITEMS

- A) Information on the A – G Completion Improvement Grant Plan Pgs.38-40
B) Report of the DELAC (District English Learner Advisory Committee) (Mr. Drye)
C) 2021-22 Mid-Year LCAP report (Mr. Velazquez)

10. ACTION/DISCUSSION ITEMS

The Board is asked to approve the following items:

- A) Approve the 2021-2022 Holtville Unified School District Financial Audit
(Mr. Wells) Pg. 42

Motion: _____ Second: _____
Student Preferential Vote – Aye: _____ Nay: _____
Ayes: _____ Nays: _____ Vote: _____ - _____

- B) Rescind all agreements for professional architectural and engineering services with WPNA Architecture (1-HMS Gym Project Architect of Record; 2-HHS “C” Building DSA Closeout; 3-Finley Installation of Modular Classroom, Restrooms, and Marquee; 4-Pine Installation of Modular Classroom, Restrooms, and Marquee; 5-HMS Installation of Modular Classroom, Restrooms, And Marquee; 6-HHS Installation of Modular Classroom and Marquee; 7-HHS Installation of Modular Food Service Building; and 8-Finley Installation of Admin and Parent Center Buildings and parking/bus drop-off area. (Mr. Wells)

Motion: _____ Second: _____
Student Preferential Vote – Aye: _____ Nay: _____
Ayes: _____ Nays: _____ Vote: _____ - _____

- C) Approve proposals with Allegro Planning Inc. for Professional Architectural/Engineering Services for (1-Finley Installation of Modular Classroom, Restrooms, and Marquee; 2-Pine Installation of Modular Classroom, Restrooms, and Marquee; 3-HMS Installation of Modular Classroom, Restrooms, and Marquee; 4-HHS Installation of Modular Classroom and Marquee; and 5-Finley Installation of Admin and Parent Center Buildings and parking/bus drop-off area. (Mr. Wells) Pgs. 43-62

Motion: _____ Second: _____
Student Preferential Vote – Aye: _____ Nay: _____
Ayes: _____ Nays: _____ Vote: _____ - _____

11. FUTURE BOARD MEETING DATE

*Wednesday, March 2, 2022 is the next Special Board Meeting
Monday, March 7, 2022 is the next Regular Board Meeting*

12. CLOSED SESSION

- A) Negotiations with Holtville Teachers Association – Pursuant to Government Code Section 3549.1

13. ADJOURNMENT

HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

MINUTES

**Holtville Unified School District
Regular Board Meeting
Minutes – January 18, 2022**

{Page 1 of 2}

The Board of Trustees of the Holtville Unified School District met in a Regular Session on January 18, 2022, at the Holtville Unified School District Finley Auditorium 627 E 6th Street, Holtville, California. The meeting was called to order at 5:02 p.m. by the Presiding Chairman.

MEMBERS PRESENT: Matt Hester, President; Kevin Grizzle, Member; Jared Garewal, Member; Ben Abatti Jr., Member, Celso Ruiz, Superintendent; John Paul Wells, Assistant Superintendent.

MEMBERS ABSENT: Robin Cartee, Clerk

MODIFICATION OF THE AGENDA: Moved by Trustee Abatti, Seconded by Trustee Garewal to table item 9 B. Approved by unanimous votes, Ayes: 4, Nays: 0. Vote: 4-0.

STATEMENTS FROM THE PUBLIC REGARDING ITEMS ON THE CLOSED SESSION AGENDA. None

CLOSED SESSION

Negotiations with Holtville Teachers Association – Pursuant to Government Code Section 3549.1

REPORT OF CLOSED SESSION In: 5:05 p.m. Out: 6:12 p.m.
Nothing to report.

ORAL COMMUNICATION FROM THE PUBLIC ON NON AGENDA ITEMS AND/OR ITEMS OF INTEREST TO THE PUBLIC THAT ARE WITHIN THE SUBJECT MATTER JURISDICTION OF THE BOARD.

Stacey Britschgi – Asked for clarification of the new guidelines. Mr. Ruiz told her that the county superintendents would be meeting with ICPHD to discuss the new Covid guidelines as far as testing, exposure, etc. A letter will be sent out to parents and staff.

COMMUNICATION FROM THE SCHOOL DISTRICT

HTA – happy to be back from the Christmas break.

Student Rep Arianna Venegas gave an update on the FFA pre fair taking place the following day. Trustee Garewal - it's been crazy dealing with Covid and adjusting to new guidelines.

Congratulated Arianna Venegas on the great job she did at the dedication of the Mary Sperber library.

Trustee Abatti – wished everyone a Happy New Year. He added that he is grateful to Dr. Tyson for the treatment and meds he received when he had Covid a couple of weeks ago.

Trustee Grizzle – stated that they have no plans to close schools.

Trustee Hester thanked and wished everyone a Happy New Year. He understands the rules keep changing, but they will continue to move forward.

**Holtville Unified School District
Regular Board Meeting
Minutes – January 18, 2022**

{Page 2 of 2}

Greg Cox – contractor for the HMS gym gave an update. He apologized for the delay of the completion of the gym. There have been many unexpected circumstances due to Covid. There is a shortage of supplies and materials. They have started on the wood flooring. The AC unit was installed and fired up last week. Hoping for a completion date of March 31, 2022. It will be a great product once completed.

Mr. Wells – thanked Greg Cox for his update on the gym construction. The monthly business briefing included a total cash balance of \$12,419,140 at the end of 11/30/21. The effective monthly rate of return was 1.08%. The total ADA for the period 8/23/21 – 12/10/21 = \$1,471.70. The current funded ADA = \$1,519.21. The 2022-23 impact if ADA holds will be (-\$571,260).

Mr. Ruiz – thanked the administration during these tough times. There are no plans to close the schools unless the State Governor or County mandate it.

**CONSENT AGENDA
GENERAL FUNCTIONS**

Moved by Trustee Grizzle, Seconded by Trustee Abatti to approve the following consent agenda items as follows: GENERAL FUNCTION – Adoption of Minutes: December 13, 2021.

FINANCE AND BUSINESS – Warrant orders week beginning 12/16/21 to week ending 1/13/22. PERSONNEL SERVICES – Classified Employment of Fatima Melendez, Health Clerk (Pine); Christina Carter, Library Clerk (Pine). Classified Resignation of Liliana Medina-Aragon, Paraprofessional (Finley). Certificated Employment of Jessica Ryckman, RSP Teacher (HMS). Extra Duty Employment of Diana Estrada Perez, Weekend on-call (District Maintenance). Certificated Maternity Leave of Emily Wolfe, Teacher (Finley). GENERAL BUSINESS – 2021-22 SARC (School Accountability Report Card) for each site. Quarterly Report on Williams Uniform Complaint. HHS FFA Out of State: Livestock Show in Yuma, AZ. All approved by unanimous votes, Ayes: 4, Nays: 0. Vote: 4-0.

ACTION/DISCUSSION ITEMS

Moved by Trustee Abatti, Seconded by Trustee Grizzle to approve the 2021-2022 Comprehensive School Safety Plan. Mr. Drye stated that the only change that was made from the previous year's safety plan was identifying the Covid cases. Passed by unanimous votes Ayes: 4, Nays: 0. Student Preferential Vote, Aye. Item B was tabled at the start of the meeting.

FUTURE BOARD MEETING DATE

Regular Board Meeting: Tuesday, February 22, 2022

ADJOURNMENT

The meeting adjourned at 6:39 p.m.

**Robin Cartee, Clerk
Holtville Unified School District
Board of Trustees**

HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

WARRANTS

Register 000174 - 01/20/2022

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
Bank Account COUNTY - County, Register 000174, Dated 01/20/2022					
22162821	4,279.02	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
22162822	96.29	Printed	010		AUTO ZONE (000049/1)
22162823	298.50	Printed	010		Baja Desert Tire Co (000052/2)
22162824	156.75	Printed	010		BAKER DISTRIBUTING COMPANY (000053/1)
22162825	3,741.83	Printed	010		C R and R INCORPORATED (000070/1)
22162826	700.00	Printed	010		CALIFORNIA ASSOCIATION FFA (000077/1)
22162827	1,102.95	Printed	130		CDE CASHIERS OFFICE (000095/1)
22162828	3,921.38	Printed	010		CITY OF HOLTVILLE (000102/1)
22162829	540.43	Printed	010		COSTCO (000110/1)
22162830	2,934.50	Printed	010		COX.LINDSAY (000522/1)
22162831	305.00	Printed	010		Department of Justice Accounting Office (000130/1)
22162832	2,219.13	Printed	130		DOMINOS PIZZA (000142/1)
22162833	4,442.29	Printed	010		ENTERPRISE FM TRUST (000767/1)
22162834	347.40	Printed	130		FBC OF HENDERSON LLC (000154/1)
22162835	12,992.88	Printed	560		FIRST FDN PUBLIC FIANCE (001002/1)
22162836	57.28	Printed	010		GEORGES PIZZA (000177/1)
22162837	866.87	Printed	010		HARRISON, PATRICA (000523/1)
22162838	1,026.20	Printed	130		HOLLANDIA DAIRY, INC (000608/1)
22162839	180.00	Printed	010		HOLTVILLE UNIFIED SCHOOL DISTR (000202/1)
22162840	4,633.59	Printed	130		HOME DEPOT DEPT 32-2149095931 (000203/1)
22162841	128.82	Printed	010		HOUR PHOTOS MC TROPHIES (000206/1)
22162842	185.67	Printed	010		IMPERIAL IRRIGATION DISTRICT (000221/1)
22162843	511.64	Printed	010		IMPERIAL IRRIGATION DISTRICT (000221/1)
22162844	338.09	Printed	010		IMPERIAL IRRIGATION DISTRICT (000221/1)
22162845	515.18	Printed	010		IMPERIAL IRRIGATION DISTRICT (000221/1)
22162846	256.62	Printed	010		IMPERIAL IRRIGATION DISTRICT (000221/1)
22162847	66.13	Printed	010		IMPERIAL IRRIGATION DISTRICT (000221/1)
22162848	67.52	Printed	010		IMPERIAL IRRIGATION DISTRICT (000221/1)
22162849	922.51	Printed	010		IMPERIAL IRRIGATION DISTRICT (000221/1)
22162850	511.64	Printed	010		IMPERIAL IRRIGATION DISTRICT (000221/1)
22162851	5,744.05	Printed	010		IMPERIAL IRRIGATION DISTRICT (000221/1)
22162852	3,725.14	Printed	010		IMPERIAL IRRIGATION DISTRICT (000221/1)
22162853	752.49	Printed	010		IMPERIAL IRRIGATION DISTRICT (000221/1)
22162854	3,535.69	Printed	010		IMPERIAL IRRIGATION DISTRICT (000221/1)
22162855	440.80	Printed	010		IMPERIAL IRRIGATION DISTRICT (000221/1)

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 01/20/2022, Filtered by (Bank Account(s) IN ('COUNTY')), Source = A, Pay To = N, Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)

ESCAPE ONLINE

Page 20 of 66

Register 000174 - 01/20/2022

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
Bank Account COUNTY - County, Register 000174, Dated 01/20/2022 (continued)					
22162856	2,002.86	Printed	010		IMPERIAL IRRIGATION DISTRICT (000221/1)
22162857	3,945.91	Printed	010		IMPERIAL IRRIGATION DISTRICT (000221/1)
22162858	3,207.20	Printed	010		IMPERIAL IRRIGATION DISTRICT (000221/1)
22162859	362.26	Printed	010		IMPERIAL VALLEY PAINT CENTER (000229/1)
22162860	140.00	Printed	010		IMPERIAL VALLEY ROP (000232/1)
22162861	164.42	Printed	010		KC MANUFACTURING INC (000252/1)
22162862	109.88	Printed	010		LOPEZ, MARIA C. (000539/1)
22162863	1,500.00	Printed	010		MEDIC FIRST (000700/2)
22162864	233.98	Printed	010		MIGUEL MATA (000496/1)
22162865	145.00	Printed	010		MISTY D. STACEY (000711/1)
22162866	165.00	Printed	010		MJ RADIATOR AND GLASS SERVICE (000280/1)
22162867	617.00	Printed	010		PITNEY BOWES PURCHASE POWER (000308/1)
22162868	810.52	Printed	010		RIDDELL ALL AMERICAN SPORTS CORP (000739/2)
22162869	328.31	Printed	010		RingCentral Inc (000930/2)
22162870	307.50	Printed	010		SECURITAS SECURITY SERVICES SE (000355/1)
22162871	4,551.18	Printed	130		SHAMROCK FOODS COMPANY (000356/2)
22162872	242.35	Printed	130		SMART and FINAL- Credit Dept. (000362/2)
22162873	3,499.53	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
22162874	219.02	Printed	010		TERRILL, TIFFANY (000588/1)
22162875	53.23	Printed	010		UPS (000409/1)
22162876	935.01	Printed	010		US AWARDS (000412/1)
86,084.44		Number of Items		56	Totals for Register 000174

Org Summary

Holtville Unified School District

Check # 22162821 through 22162876 Total Count 56 \$86,084.44

Register 000175 - 01/27/2022

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
Bank Account COUNTY - County, Register 000175, Dated 01/27/2022					
22163531	526.28	Printed	010		A T & T (000008/1)
22163532	8,311.50	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
22163533	88.10	Printed	010		AUTO ZONE (000049/1)
22163534	691.80	Printed	010		Baja Desert Tire Co (000052/2)
22163535	23,605.12	Printed	560		BANK OF NEW YORK MELLON TRUST ISSUER & LOAN SERVICES (000056/3)
22163536	50.08	Printed	010		CAPITAL ONE TRADE CREDIT (000972/3)
22163537	1,722.04	Printed	010		CARDMEMBER SERVICES (000322/2)
22163538	273.47	Printed	010		COUNTY MOTOR PARTS (000111/3)
22163539	95.99	Printed	010		D LUPITAS RESTAURANT (000119/1)
22163540	7.07	Printed	130		DEL SOL MARKET (000125/1)
22163541	270.63	Printed	130		DOMINOS PIZZA (000142/1)
22163542	350.00	Printed	010		El Cajon Valley Girls Basketba II (000186/6)
22163543	138.38	Printed	010		EMPLOYMENT DEVELOPMENT DEPT (000111/4)
22163544	19,291.73	Printed	010		EMPLOYMENT DEVELOPMENT DEPT (000151/1)
22163545	217.99	Printed	010		FORENSIC DRUG TESTING (000162/1)
22163546	400.00	Printed	010		Franklin Lee Enterprises, LLC (000890/1)
22163547	2,901.99	Printed	010		FS.COM INC (001004/1)
22163548	301.92	Printed	010		GAS COMPANY (000172/1)
22163549	1,299.00	Printed	130		HEARTLAND SCHOOL SOLUTIONS (000194/1)
22163550	791.78	Printed	130		HOLLANDIA DAIRY, INC (000608/1)
22163551	56,410.00	Printed	010		ICOE (000210/1)
22163552	517.49	Printed	010		IMPERIAL IRRIGATION DISTRICT (000221/1)
22163553	1,975.68	Printed	010		ISOLVED BENEFIT SERVICES (000234/2)
22163554	171.15	Printed	010		KC MANUFACTURING INC (000252/1)
22163555	97.00	Printed	010		MECHANICS BANK HOLTVILLE BRANCH (000321/1)
22163556	263.21	Printed	010		MEDIC FIRST (000700/2)
22163557	154.30	Printed	010		PITNEY BOWES GLOBAL FINANCIAL (000307/2)
22163558	3,564.73	Printed	010		Pixabytes Solutions, Inc (000884/1)
22163559	133.56	Printed	010		QUILL CORP (000318/1)
22163560	183.44	Printed	010		ROMANS WATER (000331/1)
22163561	285.00	Printed	010		SINGH HECTOR (000360/1)
22163562	350.00	Printed	010		SOUTHWEST HIGH SCHOOL (000613/1)
22163563	350.00	Printed	010		SOUTHWEST HIGH SCHOOL (000613/1)
22163564	125.65	Printed	010		Sprint Communication Company (000816/2)
22163565	1,953.16	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 01/27/2022, Filtered by (Source = A, Pay To = N, Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)

ESCAPE ONLINE

Page 24 of 77

Register 000175 - 01/27/2022

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
--------	--------	--------	------	------------------------	-------

Bank Account COUNTY - County, Register 000175, Dated 01/27/2022 (continued)

22163566	556.64	Printed	010		Verizon Wireless Services LLC (000422/1)
22163567	299.80	Printed	010		ZOOM VIDEO COMMUNICATIONS, INC (000912/2)
	128,725.68	Number of Items		37	Totals for Register 000175

Org Summary

Holtville Unified School District

Check #	22163531 through	22163567	Total Count	37	\$128,725.68
---------	------------------	----------	-------------	----	--------------

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 01/27/2022, Filtered by (Source = A, Pay To = N,
Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)

ESCAPE ONLINE
Page 26 of 77

030 - Holtville Unified School District

Generated for Gina Chaparro (GCHAPARRO), Jan 26 2022 2:11PM

Register 000176 - 02/03/2022

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
Bank Account COUNTY - County, Register 000176, Dated 02/03/2022					
22164821	1,914.47	Printed	010		A T & T (000008/1)
22164822	299.91	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
22164823	49.85	Printed	010		AUTO ZONE (000049/1)
22164824	1,590.00	Printed	010		CALIFORNIA ASSOCIATION FFA (000077/1)
22164825	33.31	Printed	010		CAPITAL ONE TRADE CREDIT (000972/3)
22164826	2,165.00	Printed	010		CURRIER and HUDSON (000117/1)
22164827	336.23	Printed	010		D LUPITAS RESTAURANT (000119/1)
22164828	300.88	Printed	130		DEL SOL MARKET (000125/1)
22164829	110.23	Printed	010		DEMCO (000607/2)
22164830	1,791.00	Printed	010		DEPT OF TOXIC SUBSTANCE CONTRO (000132/1)
22164831	1,017.55	Printed	130		DOMINOS PIZZA (000142/1)
22164832	36.60	Printed	130		FBC OF HENDERSON, LLC (000154/1)
22164833	325.90	Printed	010		GAS COMPANY (000172/1)
22164834	62.49	Printed	010		GEORGES PIZZA (000177/1)
22164835	60.57	Printed	010		HARBOR FREIGHT (000190/1)
22164836	2,150.52	Printed	130		HOLLANDIA DAIRY, INC (000608/1)
22164837	275.00	Printed	010		HOLTVILLE UNIFIED SCHOOL DISTR (000202/1)
22164838	250.00	Printed	010		IHIDYO-CLAVERIE, YVETTE (000512/1)
22164839	101.00	Printed	010		JADE SECURITY SYSTEMS (000240/1)
22164840	250.00	Printed	010		LYERLY ANNABEL (000557/1)
22164841	2,700.00	Printed	010		MCF CONSULTING (000619/1)
22164842	165.00	Printed	010		MIKE JR. RADIATOR AUTO GLASS (000975/1)
22164843	347.82	Printed	010		NASCO WEST INC (000283/1)
22164844	54.51	Printed	010		PITNEY BOWES PURCHASE POWER (000308/1)
22164845	13.99	Printed	010		QUILL CORP (000318/1)
22164846	20.46	Printed	010		QUILL CORP (000318/1)
22164847	334.23	Printed	010		QUILL CORP (000318/1)
22164848	9.47	Printed	010		QUILL CORP (000318/1)
22164849	646.28	Printed	010		QUILL CORP (000318/1)
22164850	208.71	Printed	010		QUILL CORP (000318/1)
22164851	534.80	Printed	010		QUILL CORP (000318/1)
22164852	25.31	Printed	010		QUILL CORP (000318/1)
22164853	66.78	Printed	010		QUILL CORP (000318/1)
22164854	36.61	Printed	010		QUILL CORP (000318/1)
22164855	139.91	Printed	010		QUILL CORP (000318/1)

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 02/03/2022, Filtered by (Bank Account(s) IN ('COUNTY'), Source = A, Pay To = N, Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)

ESCAPE ONLINE

Page 20 of 66

Register 000176 - 02/03/2022

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
Bank Account COUNTY - County, Register 000176, Dated 02/03/2022 (continued)					
22164856	512.74	Printed	010		QUILL CORP (000318/1)
22164857	7,068.29	Printed	010		RAYZIST PHOTOMASK, INC (000997/1)
22164858	182.50	Printed	010		SCRIPPS NATIONAL SPELLING BEE (000705/2)
22164859	215.25	Printed	010		SECURITAS SECURITY SERVICES SE (000355/1)
22164860	2,969.56	Printed	130		SHAMROCK FOODS COMPANY (000356/2)
22164861	1,788.58	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
22164862	458.98	Printed	010		THE SHERWIN- WILLIAMS CO (000357/3)
22164863	320.00	Printed	010		Tom A Brady and Sons Inc (000394/1)
22164864	157.77	Printed	010		Velazquez, Gerardo (000795/1)
22164865	1,621.02	Printed	010		Verizon Wireless Services LLC (000422/1)
22164866	7,484.49	Printed	010		VICS AIR CONDITIONING and ELE (000423/1)
22164867	225.00	Printed	010		WATER TREATMENT SERVICES (000483/1)
41,428.57		Number of Items		47	Totals for Register 000176

Org Summary

Holtville Unified School District

Check #	22164821	through	22164867	Total Count	47	\$41,428.57
---------	----------	---------	----------	-------------	----	-------------

Register 000177 - 02/10/2022

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
--------	--------	--------	------	------------------------	-------

Bank Account COUNTY - County, Register 000177, Dated 02/10/2022

22165511	431.78	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
22165512	106.88	Printed	010		AUTO ZONE (000049/1)
22165513	3,741.83	Printed	010		C R and R INCORPORATED (000070/1)
22165514	372.17	Printed	010		CAPITAL ONE TRADE CREDIT (000972/3)
22165515	2,463.47	Printed	010		CITY OF HOLTVILLE (000102/1)
22165516	2,587.19	Printed	010		CORONA CLAY COMPANY (001011/1)
22165517	378.63	Printed	010		COSTCO (000110/1)
22165518	144.28	Printed	010		D LUPITAS RESTAURANT (000119/1)
22165519	24.42	Printed	130		DEL SOL MARKET (000125/1)
22165520	128.00	Printed	010		Department of Justice Accounting Office (000130/1)
22165521	1,147.45	Printed	130		DOMINOS PIZZA (000142/1)
22165522	5.14	Printed	010		EMPLOYMENT DEVELOPMENT DEPT (000111/4)
22165523	4,442.29	Printed	010		ENTERPRISE FM TRUST (000767/1)
22165524	24.31	Printed	010		FEDERAL EXPRESS CORP (000155/1)
22165525	978.48	Printed	010		GEORGES PIZZA (000177/1)
22165526	252.29	Printed	010		HOME DEPOT DEPT 32-2149095931 (000203/1)
22165527	65.00	Printed	010		IMMEDIATE FAMILY MEDICAL CARE (000233/2)
22165528	300.00	Printed	010		IMPERIAL COUNTY BEHAVIORAL (000216/1)
22165529	350.00	Printed	010		MONTE VISTA HIGH SCHOOL (000186/3)
22165530	5,600.00	Printed	010		PRECISION ENGINEERING (000741/1)
22165531	285.00	Printed	010		ROTO ROOTER SEWER (000332/1)
22165532	65.40	Printed	010		SCHOOL SPECIALTY (000351/3)
22165533	322.86	Printed	010		SECURITAS SECURITY SERVICES SE (000355/1)
22165534	4,048.13	Printed	130		SHAMROCK FOODS COMPANY (000356/2)
22165535	3,932.46	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
22165536	10.46	Printed	010		UPS (000409/1)
22165537	5,834.61	Printed	010		VICS AIR CONDITIONING and ELE (000423/1)
22165538	124.56	Printed	010		WATER TREATMENT SERVICES (000483/1)

38,167.09

Number of Items

28 Totals for Register 000177

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 02/10/2022, Filtered by (Bank Account(s) IN ('COUNTY'), Source = A, Pay To = N, Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)

ESCAPE ONLINE

Page 22 of 71

030 - Holtville Unified School District

Generated for Shelli Hindman (SHINDMAN), Feb 9 2022 3:04PM

Org Summary

Holtville Unified School District

Check #	22165511	through	22165538	Total Count	28	\$38,167.09
---------	----------	---------	----------	-------------	----	-------------

Register 000178 - 02/17/2022

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
Bank Account COUNTY - County, Register 000178, Dated 02/17/2022					
22166226	2,329.97	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
22166227	199.18	Printed	010		ARIAS, CRYSTAL (000509/3)
22166228	38.00	Printed	010		Baja Desert Tire Co (000052/2)
22166229	974.25	Printed	010		CALIBER SCREENING (000075/1)
22166230	474.32	Printed	010		CALIFORNIA INTERSCHOLASTIC FED (000080/4)
22166231	1,529.58	Printed	010		CALIFORNIA SCHOOLS VEB (000083/1)
22166232	4.95	Printed	010		CAPITAL ONE TRADE CREDIT (000972/3)
22166233	1,114.35	Printed	130		CDE CASHIERS OFFICE (000095/1)
22166234	180.00	Printed	010		COLLEGE BOARD (000107/1)
22166235	100.79	Printed	010		COUNTY MOTOR PARTS (000111/3)
22166236	552.59	Printed	010		D LUPITAS RESTAURANT (000119/1)
22166237	118.47	Printed	010		DAVID and SONS TRUCK REPAIR IN (000120/1)
22166238	60.00	Printed	010		David West (000758/1)
22166239	984.00	Printed	010		DAVID WEST INSURANCE (000121/1)
22166240	90.02	Printed	130		DEL SOL MARKET (000125/1)
22166241	1,277.35	Printed	130		DOMINOS PIZZA (000142/1)
22166242	600.00	Printed	010		Eleuterio Lopez (000675/1)
22166243	228.20	Printed	130		FBC OF HENDERSON LLC (000154/1)
22166244	217.99	Printed	010		FORENSIC DRUG TESTING (000162/1)
22166245	72.90	Printed	010		GEORGES PIZZA (000177/1)
22166246	2,629.75	Printed	130		HOLLANDIA DAIRY, INC (000608/1)
22166247	985.85	Printed	010		HOLTVILLE UNIFIED SCHOOL DISTR (000202/1)
22166248	110.56	Printed	010		JOHN DEERE FINANCIAL (000324/1)
22166249	1,057.04	Printed	010		LA BRUCHERIE IRRIGATION SUPPLY (000260/1)
22166250	134.51	Printed	110		LEDEZMA, FERNANDA (000611/1)
22166251	156.16	Printed	010		LUIS RODRIGUEZ ROADTECH (000493/1)
22166252	475.20	Printed	010		MEDICAL EYE SERVICES (000276/1)
22166253	250.00	Printed	010		PHILLIPS, MARIA (000561/1)
22166254	203.10	Printed	010		RingCentral Inc (000930/2)
22166255	105.50	Printed	010		ROMANS WATER (000331/1)
22166256	933.61	Printed	010		SCHOOL'S IN, LLC (001005/1)
22166257	4,030.83	Printed	130		SHAMROCK FOODS COMPANY (000356/2)
22166258	2,030.60	Printed	010		SISC II Life Ins (000474/1)
22166259	165,007.97	Printed	010		SISC III- INS (000361/1)
22166260	2,882.56	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 02/17/2022, Filtered by (Bank Account(s) IN ('COUNTY')), Source = A, Pay To = N, Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)

ESCAPE ONLINE

Page 24 of 76

Register 000178 - 02/17/2022

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
--------	--------	--------	------	------------------------	-------

Bank Account COUNTY - County, Register 000178, Dated 02/17/2022 (continued)

22166261	281.26	Printed	010		TK ELEVATOR CORP (000706/2)
22166262	29.76	Printed	010		UPS (000409/1)
22166263	1,155.62	Printed	010		VICS AIR CONDITIONING and ELE (000423/1)
22166264	4,403.43	Printed	010		VISION SERVICE PLAN (000424/1)
22166265	10,589.83	Printed	010		VOL. EMPLOYEES' BENEFITS ASSOC (000480/1)

208,600.05

Number of Items

40 Totals for Register 000178

Org Summary

Holtville Unified School District

Check #	22166226 through	22166265	Total Count	40	\$208,600.05
---------	------------------	----------	-------------	----	--------------

HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

PERSONNEL

MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: CELSO RUIZ, SUPERINTENDENT
SUBJECT: CLASSIFIED RESIGNATION
DATE: FEBRUARY 22, 2022

The Board is requested to accept the following Classified Resignation:

A)

1. Juan Bautista	Cafeteria Worker	District
2. Dayanara Martinez	Paraprofessional	Finley

MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: CELSO RUIZ, SUPERINTENDENT
SUBJECT: CLASSIFIED EMPLOYMENT FOR 2021/22
DATE: FEBRUARY 22, 2022

The Board is requested to approve the following Classified Employment:

1.	Melissa Palacios Avila	Health Clerk	HMS
----	------------------------	--------------	-----

MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: CELSO RUIZ, SUPERINTENDENT
SUBJECT: CLASSIFIED MATERNITY LEAVE
DATE: FEBRUARY 22, 2022

The Board is requested to accept the following Classified Maternity Leave:

1) Ericka Pompa Speech & Language Assistant 2/9/22 – 5/2/22

MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: CELSO RUIZ, SUPERINTENDENT
SUBJECT: CERTIFICATED MATERNITY LEAVE
DATE: FEBRUARY 22, 2022

The Board is requested to accept the following Certificated Maternity Leave:

1) Samantha Chimits Counselor – Pine 2/7/22 – 6/10/22

HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

GENERAL BUSINESS

Memorandum of Understanding
Regarding Holtville Middle School's Participation in the ASES Consortium

This Memorandum of Understanding establishes an Agreement between the Imperial County Office of Education (ICOE) and Holtville Unified School District (District) for the participation of the District's Holtville Middle School (also referred to as "Consortium Member") in the After School Education and Safety (ASES) Consortium for the 2021-2022 funding year. The ICOE's Student Well-Being and Family Resources (SWB) Department will be primarily responsible for ICOE obligations under this MOU. The District's Holtville Middle School will be primarily responsible for District obligations under this MOU.

Providing after school activities in a safe, constructive and drug free environment is an absolute requisite to meeting the academic, social and emotional needs of students. ICOE's SWB Department is the lead for the ASES Consortium and has received approval to administer an ASES grant from California Department of Education (CDE) for fiscal year 2021-22. Consortium Member wishes to continue as a member of the ASES Consortium. As such, the District and ICOE enter into this Agreement to establish a formalized working relationship between the parties.

The terms of this Agreement are as follows:

1. District's Obligations:

- a. As set forth above, the District's Obligations will primarily be executed by Consortia Member.
- b. Consortia Member agrees to use the following outcome measure to demonstrate program effectiveness: Positive behavioral changes, as reported by school day or after school teachers and future academic outcome measure as determined by CDE. Consortium Member will also collect all data required by CDE and report same to SWB annually for ICOE's reporting to CDE.
- c. Consortia Member agrees to submit student attendance data to SWB for completion of the Semi-Annual Report to CDE. This information will be submitted to SWB and will include copies of student sign-in sheets when requested to accompany attendance reports. Required attendance reports and supporting documents are due to SWB on a quarterly basis on or before the 10th day of each quarter.

- d. Consortia Member understands that ASES recipients may use a maximum of 15% of the total grant award to pay for administrative costs, including indirect charges. Members also understand that the 15% maximum expenditure includes collective charges and claims at the district and site level. Based on Consortia Member's allocation for ASES for the 2021-2022 fiscal year (\$171,287.47), Consortium Member may use a maximum of \$12,509.80 to pay for administrative costs, including Indirect Rate Charges at a maximum of \$7,389.37. Moreover, Consortia Member has a supplemental allocation of \$15,057.73; of which \$1,220.89 must be spent on administrative costs, including Indirect Rate charges at a maximum of \$752.89. Member further acknowledges that ICOE will receive the following percentages and/or amounts from Consortium Member's ASES allocation to cover permitted ICOE administrative and indirect costs:
- \$1,250.00 Indirect Rate charge and \$250 for Internal Service Fund. These amounts are based on 5% and 1% respectively of the first \$25,000 of your school award total.
 - After the aforementioned IR charges have been deducted, ICOE will retain 7.5% (\$15,230.69) of your total school award. This amount will support the ICOE's ASES Project Specialist whose duties are set out in section 2.d below.
- e. Appoint an ASES Site Coordinator.
- f. Design and monitor the academic and enrichment components of their after school program.
- g. Develop an ASES Program Plan that is available for onsite review.
- h. Engage in a data-driven Quality Improvement Process based on CDE's guidance on program quality standards and develop a site level Quality Improvement Plan to address the high priority needs of the program.
- i. Ensure staff members who directly supervise pupils meet the minimum qualifications for an instructional aide consistent with the NCLB Act.
- j. Operate the after school program beginning immediately upon the conclusion of the regular school day and operate at least until 6:00PM every regular school day during the regular school year. The program may close for up to three (3) days per year for professional development.
- k. Ensure elementary pupils attend the full range of hours.
- l. Give first priority enrollment to students who are identified by the program as homeless and/or foster youth, and to pupils who are eligible for free or reduced-priced meals. If the program is at full capacity, current program participants need not be removed, however new homeless and/or foster youth students should be placed at the top of the waiting list.

- m. Programs may develop and implement a flexible attendance schedule for middle school students. Second priority for enrollment of middle school students shall be given to students who attend daily.
- n. Ensure the maximum student to staff ratio is 20:1
- o. Ensure staff and volunteers are subject to the health screening and fingerprint clearance requirements as required by state and federal law and as may be amended.
- p. Provide a nutritious snack for every student participating in the after school activities on a given day.
- q. Secure matching funds (cash or in-kind) in the amount of 33% percent of the total budget amount. Facilities or space usage may not fulfill more than 25% of the match agreement. No state categorical funds for remedial education activities may be used as match.
- r. Submit financial reimbursement claims with supporting documentation and matching funds documentation to SWB on a quarterly basis on or before the 10th day of each quarter.
- s. Utilize internal business controls to monitor expenditures charges for administrative costs, including In-direct Rate Charges and to ensure these charges do not exceed 15% of the total ASES grant award.
- t. Provide ICOE with other data as may be required by CDE for ASES reports.
- u. Ensure expenditures are consistent with ASES statutes and regulations (See Cal. Educ. Code § 8482 *et seq.* and accompanying regulations).
- v. Communicate regularly with ICOE personnel to ensure prompt problem solving.
- w. Attend or send a Representative in your absence to the Imperial County Expanded Learning Collaborative Meetings scheduled for the fiscal year.
- x. Participate in ICOE Consortium conference calls when needed.
- y. Ensure ASES funds are used to supplement after school programs but not supplant existing funding for after school programs.

2. ICOE's Obligations:

- a. Under the ASES program, provide leadership and vision for effective after school programs.
- b. Provide fiscal and programmatic management and administration for successful accomplishment of the goals and objectives of the ASES Program.
- c. Manage grant collection and reporting of all required programmatic and fiscal data.
- d. Assign staff (ASES Project Specialist) to ASES Program. The ASES Project Specialist duties include:
 - i. Provide technical assistance to all ASES consortium members.
 - ii. Conduct site and follow up program visits.
 - iii. Provide district support to after school sites and CDE regarding audit findings.
 - iv. Provide information to all ASES consortium regarding professional learning opportunities, conferences and resources available local and statewide.
 - v. Forward CDE updates and communications related to ASES and ASSETs programs.

- vi. Facilitate Imperial County Expanded Learning Collaborative meetings and calls scheduled for the fiscal year.
 - vii. Participate in region and CDE conference calls and meetings for the networking of best practices.
 - viii. Ensure all ASES consortium complete the Annual Outcome-Based Data for Evaluation Report and the Continuous Quality Improvement (CQI) Report due in the month of October. Provide technical assistance as needed.
 - ix. Provide sites with report forms for monthly attendance tracking and quarterly submission.
 - x. Review and monitor program attendance percentages for successful accomplishment of program goals.
 - xi. Submission of the semi-annual attendance report into ASSIST.
 - xii. Coordinate virtual professional learning workshops/trainings.
 - xiii. Support any "Lights on Afterschool" and ASES showcasing activities when requested.
- e. Complete ASES quarterly financial reports and submit to the CDE for release of funds.
 - f. Process all reimbursement claims on a timely basis.
 - g. Keep all members updated on fiscal balances regarding the Consortia.
 - h. Provide monthly financial reports indicating total amount paid out to date and balances.
 - i. Follow up with representatives from the ASES Consortium as needed to assess the progress of the program/activities.
 - j. Serve as the primary link between the CDE and Consortium members in the area of defining policy issues, evaluations, and needs assessments.
 - k. Provide assistance to districts in preparation for Federal Program Monitoring.
 - l. Endeavor to include ways to support the ASES Consortium through future grant-writing or collaborative efforts.
 - m. Support districts with implementing the ASES enrichment component by assigning staff to present prevention education to students and program staff through interactive mini-workshops on alcohol, tobacco, other drugs awareness, as well as social-emotional learning education when requested.
 - n. Provide technical assistance to districts on ASES reporting requirements and on program and quality improvement plan development.
 - o. Submit completed quarterly progress reports to CDE on the dates due.
 - p. Conduct virtual/on-site professional development based on needs/interest of ASES Site.
3. **Effective Date and Term of Agreement.** This Agreement shall be effective from July 1, 2021 and shall remain in full force and effect until June 30, 2022.

4. Termination:

- a. Either Party may terminate this Agreement for any reason or no reason upon a ninety (90) day written notice to the other Party. The Parties may mutually agree to waive this notice requirement and terminate the Agreement immediately.
- b. In the event that the District fails to perform on a material term of this Agreement, ICOE has the right to terminate the Agreement upon seven days written notice and all other rights and remedies available to it at law and equity.
- c. In the event that ICOE fails to perform on a material term of this Agreement, then District shall have the right to terminate the Agreement upon seven days written notice.

5. Indemnification:

- a. The District agrees to indemnify, defend, and hold harmless ICOE, its officers, agents and employees against any claim, liability, loss, injury or damage imposed on ICOE arising out of the District's performance on this Agreement, except for liability resulting from the negligent or willful misconduct of ICOE, its officers, agents and employees. If obligated to indemnify, defend, or hold harmless ICOE under this Agreement, the District shall reimburse ICOE for all costs, attorney's fees, expenses and liabilities associated with any resulting legal action. The District shall seek ICOE approval of any settlement that could adversely affect the ICOE, its officers, agents or employees.
- b. ICOE agrees to indemnify, defend, and hold harmless the District, its officers, agents and employees against any claim, liability, loss, injury or damage imposed on the District arising out of ICOE's performance on this Agreement, except for liability resulting from the negligent or willful misconduct of District, its officers, agents and employees. If obligated to indemnify, defend, or hold harmless the District under this Agreement, ICOE shall reimburse the District for all costs, attorney's fees, expenses and liabilities associated with any resulting legal action. ICOE shall seek the District's approval of any settlement that could adversely affect the District, its officers, agents or employees.

- 6. Arbitration.** Any controversy or claim arising out of or relating to this Agreement shall first be subject to mediation with a mediator agreed to by both parties and paid for by both parties, absent an agreement otherwise. If after mediation there is no resolution of the dispute, the parties agree to resolve the dispute by binding arbitration administered by the American Arbitration Association ("AAA") in accordance with its Commercial Arbitration Rules, and judgment on an arbitrator's award may be entered in any court having jurisdiction thereof.

- a. The Parties shall select one arbitrator pursuant to the AAA's Commercial Arbitration Rules.

- b. The arbitrator shall present a written, well-reasoned decision that includes the arbitrator's findings of fact and conclusions of law. The decision of the arbitrator shall be binding and conclusive on the Parties.
 - c. The arbitrator shall have no authority to award punitive or other damages not measured by the prevailing Party's actual damages, except as may be required by statute. The arbitrator shall have no authority to award equitable relief. Any arbitration award initiated under this clause shall be limited to monetary damages and shall include no injunction or direction to either Party other than the direction to pay a monetary amount. As determined by the arbitrator, the arbitrator shall award the prevailing Party, if any, all of its costs and fees. The term "costs and fees" includes all reasonable pre-award arbitration expenses, including arbitrator fees, administrative fees, witness fees, attorney's fees and costs, court costs, travel expenses, and out-of-pocket expenses such as photocopy and telephone expenses. The decision of the arbitrator is not reviewable, except to determine whether the arbitrator complied with sections (c) and (d) of this paragraph.
7. **Governing Law and Venue.** The laws of the State of California shall govern this Agreement. Proper venue for any dispute regarding this Agreement shall lie in Imperial County, California.
8. **Entire Agreement.** This Agreement represents the entire Agreement between ICOE and District and supersedes any and all prior negotiations, representations, understandings or agreements, either written or oral.
9. **Interpretation.** This Agreement shall be interpreted to give effect to its fair meaning and shall be construed as though both parties prepared it.
10. **Assignment.** Unless authorized in writing by both Parties, neither Party shall assign or transfer any rights or obligations covered by this Agreement. Any unauthorized assignment or transfer shall constitute grounds for termination by the other Party.
11. **Compliance with Laws.** The Parties shall, at their own cost and expense, comply with all local, state, and federal ordinances, regulations, and statutes now in force and which may hereafter be enacted that affect this Agreement.
12. **No Waiver of Default.** No delay or failure to require performance of any provision of this Agreement shall constitute a waiver of that provision as to that instance or any other instance. Any waiver must be in writing and shall only apply to that instance.

- 13. Successors and Assigns.** All representations, covenants, and warranties set forth by, on behalf of, or for the benefit of either Party herein shall be binding upon and inure to the benefit of such Party and its successors and assigns.
- 14. Amendment.** This Agreement may only be altered, amended, or modified by written instrument executed by both Parties. The Parties agree to waive any right to claim, contest, or assert that this Agreement was modified, canceled, superseded, or altered by oral agreement, course of conduct, waiver, or estoppel.
- 15. Severability.** If any one or more of the provisions of this Agreement is held to be invalid, illegal, or unenforceable, then such provision or provisions shall be severed from the Agreement, and the remaining provisions of the Agreement shall continue in full force and effect and shall not be affected, impaired, or invalidated in any way.
- 16. Execution of Counterparts.** If this Agreement is executed in counterparts, each counterpart shall be deemed an original, and all such counterparts or as many of them as the Parties preserve undestroyed shall together constitute one and the same Agreement.
- 17. Authority.** The Parties warrant and represent that they have the authority to enter into this Agreement in the names, titles, and capacities stated herein and on behalf of the entities, persons, or firms named herein and that all legal requirements to enter into this Agreement have been fulfilled.
- 18. Notice.** Any notice given under this Agreement shall be in writing to the parties' representatives and shall be deemed delivered three (3) days after the deposit in the United States mail, certified or registered, postage prepaid, and addressed to the parties.

The Parties' representatives shall be:

ICOE:

Miriam Belopolsky, Director
Student Well-Being and Family Resources
Department

1398 Sperber Road
El Centro, CA 92243
Phone: (760) 312-6498
Email: mbell@icoe.org

District:

Eric Velazquez, Principal
Holtville Middle School

800 Beale Ave.
Holtville, CA 92250
Phone: (760) 356-2811
Email: evelazquez@husd.net

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date hereof.

For the Imperial County Office of Education

By: _____

Amanda Brooke
Deputy Superintendent

Date: _____

For Holtville Unified School District

By: _____

Celso Ruiz
Superintendent

Date: _____

[Remainder of page intentionally left blank]

Holtville Jr. High 2021-22 ASES

Total School Award	203,075.89	* \$186,797.26 Base and \$16,278.63 Supplemental
85% Direct Service	172,614.51	a
15% Administrative Costs	30,461.38	b
5% Indirect (within Admin Costs)	10,153.79	c

School Award	203,075.89
(-) ICOE 1% ISF on 1st \$25K (admin)	250.00
(-) ICOE 5% Indirect on 1st \$25K (admin IR)	1,250.00
(-)ICOE 7.5% (admin)	15,230.69
Net School Award	186,345.20

Funds available to districts for <u>Administrative Costs</u> within Net School Award	13,730.69	calculation: b-d-e-f
Fund available to districts for <u>Indirect</u> within Administrative Costs	8,142.26	calculation: c-e- (f x .05)

EXAMPLE BUDGETS:

Direct Costs		*This Budget is allocating the full allowable amount to Indirect and Admin Costs
Salaries & Benefits	70,000.00	
Supplies	102,614.51	
Total Direct Costs	172,614.51	
Administrative Costs		
Salaries & Benefits	5,588.43	
Indirect	8,142.26	
Total Admin Costs	13,730.69	
TOTAL BUDGET	186,345.20	

Direct Costs		*This Budget is not charging Indirect to the program and allocating all Admin costs to Salaries& Benefits
Salaries & Benefits	70,000.00	
Supplies	102,614.51	
Total Direct Costs	172,614.51	
Administrative Costs		
Salaries & Benefits	13,730.69	
Indirect	0.00	
Total Admin Costs	13,730.69	
TOTAL BUDGET	186,345.20	

Direct Costs		*This Budget is only using Admin Costs for the Indirect and the remainder on direct services
Salaries & Benefits	70,000.00	
Supplies	108,202.94	
Total Direct Costs	178,202.94	
Administrative Costs		
Salaries & Benefits	0.00	
Indirect	8,142.26	
Total Admin Costs	8,142.26	
TOTAL BUDGET	186,345.20	

Direct Costs		*This Budget is not charging any Admin Costs and expending all funds on direct services
Salaries & Benefits	70,000.00	
Supplies	116,345.20	
Total Direct Costs	186,345.20	
Administrative Costs		
Salaries & Benefits	0.00	
Indirect	0.00	
Total Admin Costs	0.00	
TOTAL BUDGET	186,345.20	

MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: CELSO RUIZ, SUPERINTENDENT
SUBJECT: OUT OF TOWN AND/OR OVERNIGHT TRIPS
DATE: FEBRUARY 22, 2022

The Board is requested to approve the following Out of Town and/or Overnight Trips:

1) HHS Robotics Team	Lancaster, CA	4/6/22 – 4/9/22
----------------------	---------------	-----------------



Special Project Grants for Imperial County School Districts

IN SUPPORT OF SCHOOL EXCELLENCE AND INSTRUCTIONAL WELL BEING, the Imperial Irrigation District Board of Directors has approved funds to be allocated to Imperial County school districts under the *Special Project Grant* program. The purpose of the program is to provide school districts with an additional funding source that can be used to directly benefit students within the district's service territory. As a major employer in Imperial County, IID supports local educational efforts and wants to provide assistance for the events and programs being implemented by our schools. Special consideration will be given to school districts demonstrating the ability to convey water safety outreach measures to their students.

School districts need only to follow the *Special Project Grant* application procedures. These are:

- A. *Fill out the application form and return it to Gina F. Chaparro, Assistant Director, District Fiscal Advisory Services, c/o Imperial County Office of Education via email at fas.icoe.org*
- B. *Completed applications must be turned in by March 8, 2022. Applications received after this date will not be considered.*
- C. *For assistance in filling out the application and any questions regarding the program, please contact Gina F. Chaparro at 1-760-312-6479.*

A three-member panel will be selected to review the applications. Panel members may contact the applicants through the Imperial County Office of Education if questions arise or follow-up clarification is needed. Grants will be awarded in varying amounts, with a \$1,000 minimum award. Grants funds must be expended within one year of the date of the award.

Grant application packets are available from the Business Services Office at the Imperial County Office of Education.

Imperial Irrigation District Special Project Grant Schedule 2022-2023

February 8, 2022	Program announcement and distribution of applications
March 8, 2022	Grant applications due – submit to Gina Chaparro at ICOE
March 16, 2022	Review of grant applications by panel members
March 17, 2022	Notify all applicants of grant results
April 5, 2022	Acknowledgement of grant recipients at the IID Board meeting



IID

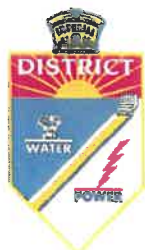
A century of service.

www.iid.com

Imperial Irrigation District

2022-2023 Special Project Grant Application

APPLICANT'S NAME John-Paul Wells	PHONE # (760) 356-2974
ADDRESS 621 E. 6th Street	
SCHOOL DISTRICT Holtville Unified School District	
SUPERINTENDENT Mr. Celso Ruiz	
SUBJECT AREA AND/OR GRADES TAUGHT TK - 12th Grade	
<p>PLEASE DESCRIBE THE PROGRAM OR EVENT YOU INTEND TO USE THE GRANT FUNDS FOR (OBJECTIVE, TIMELINE, MATERIALS, NUMBER OF STUDENTS INVOLVED, METHODS, ETC.) ATTACH ADDITIONAL SHEETS, IF NECESSARY.</p> <p>As all Imperial Valley residents are aware, the issue of water safety is of particular concern for our school children, especially for those in more rural communities such as Holtville. In educating our students at the TK-5 levels for both Finley Elementary School and Pine School, our teachers and school administration take an active role in providing our younger students with water safety lessons. Each year, our elementary students are provided water safety presentations. We seek the funds from this grant in order to offset some of the costs associated with staff time used to incorporate these lessons into our educational program.</p>	
<p>WHAT SPECIFIC NEEDS WILL THESE FUNDS ADDRESS?</p> <p>Funds will help offset costs of teacher instructional time devoted to water safety program, and provide additional materials used by students to further learning process (i.e. paper, poster paper, paints, markers, etc.).</p>	
PROVIDE PROJECT COST INFORMATION USING THE CHART BELOW	
PROPOSED ITEMS TO BE FUNDED THROUGH THE GRANT	ESTIMATED COSTS OF PROPOSED ITEMS
A. Instructional time: 1 hour x 35 teachers x \$41/hour x 1.206255 (payroll benefits)	\$ 1,731.00
B. Materials: \$10/classroom x 35 classrooms	\$ 350.00
C.	\$
D.	\$
E.	\$
TOTAL GRANT BUDGET REQUEST	\$ 2,081.00
SUPERINTENDENT'S SIGNATURE	DATE
APPLICANT'S SIGNATURE	DATE



IID

A century of service.

www.iid.com

HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

INFORMATION ITEMS

A-G Completion Improvement Grant Plan

Local Educational Agency (LEA) Name	Total Grant Allocation
Holtville Unified School District	\$661,224.00

Plan Descriptions

A description of how the funds will be used to increase or improve services for foster youth, low-income students, and English learners to improve A-G eligibility

A-G Completion Improvement Grant Program funds will be used to increase or improve services to foster youth, low-income and English learners, and others to improve the number of students completing their A-G courses. Holtville Unified School District plans to accomplish this by.

1. Providing additional counselors who will work with all high school level students within the district to help students meet their A-G graduation requirements.
2. Providing Increased counseling services with targeted support and guidance in areas such as social and emotional supports, guidance for homeless and foster students as well as English Learners and low-income students.
3. Reviewing all transcripts and by conducting transcript evaluations to check/monitor students' progress and completion of A-G classes.
4. Evaluating and finding a transcript evaluation service that will provide breakdowns of student needs and verify A-G progress.
5. Providing presentations for students and parents regarding the requirements that students will need to be recognized as meeting the A-G requirements.
6. Increasing classes that are A-G approved by working with teachers to submit their courses for A-G approval via the UCOP Management Portal.
7. Providing professional development to teachers and/or administrators.
8. Providing classroom supplies, transportation and other needs to foster, homeless and low-income students.
9. Providing summer school support for students who need to complete their A-G classes.

A description of the extent to which all students, including foster youth, low-income students, and English learners, will have access to A-G courses approved by the University of California.

All Holtville Unified students have access to all courses offered without exception.

The number of students who were identified for opportunities to retake A-G approved courses in which they received a "D", "F", or "Fail" grade in the 2020 spring semester or the 2020-21 school year and a description of the method used to offer the opportunity retake courses.

Number of Students: 45

A student meets with their counselor and together they developed a plan as to when the class or classes will be taken or if needed, retaken. In most cases, when a class needs to be retaken is determined by when the class is offered and when the student can fit it into their schedule. If a student at the High School is unable to fit the class into their schedule, they have the option to dual enroll at Freedom Academy, our hybrid independent school program and take the class there.

A description of how the plan and described services, and associated expenditures, if applicable, supplement services in the Local Control and Accountability Plan and Learning Recovery Plan.

We address our A-G goals in the Local Control and Accountability Plan under Goal 2, Action 1, but other parts of our plan the assist our objective for our A-G is embedded in Goals 1 and Goal 3. For example, we address our Low-income, foster youth, homeless under Goal 1, Action 1, through Action 9 and Goal 2, Actions 1 through 8 and Goal 3 actions 1 through 6. Homeless, foster, low-income and English Learner supports are embedded in all goals and most actions. Funding for these populations exceed millions of dollars per year. The LCAP addresses the use of and the increase of counselors to help students be more successful in their college goals In Goals 1. In Goal 3 we address how the district will develop and implement student and staff SEL strategies at all sites and encourage staff to participate in additional professional development and training opportunities. These actions are being provided with the intention of increasing social-emotional well-being of all students and decreasing mental-health. in Goal 2 we address the A-G course planning, SAT/ACT test preps, and College and Career. We discuss how the counselors are going to be an integral part in the success of our students who are college bound.

In the LCAP we show that we are providing \$760,593.61 dollars this year on counselors. \$ 50,491.43 in Social -Emotional learning services, over a half million dollars in Adonal Career and Technical Education and \$ 20,000 in College and Career Readiness. We plan to invest \$ 498,136.53 on promoting and monitoring student academic proficiency.

The investment being made through the LCAP demonstrates that Holtville Unified School District takes seriously the need to invest in success. A-G Completion Improvement Grant Program funds, not shown in the LCAP, will be added to existing funds and used to support a targeted and focused funding to achieve college and career success. \$ 661,224.00 funding will be used to increase counselor support and guidance, increase the number of students who complete the A-G requirements, provide ongoing Social and Emotional support, so that our current A-G success is not diminished from SEL pressures. These funds will help us find technology supports that will help us monitor students, evaluate students, and help guide students to success. These funds will help us send teachers and principals to trainings that will promote student academic health and if needed expand our independent, summer school and after school programs so that students get an increased opportunity to complete A-OG classes.

--

Plan Expenditures

Programs and services to increase or improve A-G completion	Planned Expenditures
Provide access to Pre-AP courses at Holtville High School and Freedom Academy	\$ 2,000
Provide 24 days of teacher and/or administrator professional development to obtain AP certification	\$ 10,000
Provide access to AP Computer Science courses at all high schools	\$ 2,000
Provide Counselors for targeted and Social Emotional Support	\$ 637,224
Summer school, Independent study, and after school activities.	\$ 10,000.

HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

ACTION/DISCUSSION

AUDIT CERTIFICATION

2020-21 FINANCIAL REPORT / AUDIT

Holtville Unified School District
Imperial County, California

In accordance with Assembly Bill 3627, Chapter 1002, as it pertains to amended Education Code section 41020.3, the Governing Board must review and accept the prior year's Financial Report/Audit, at a public meeting, on or before February 28, 2022

and THEREBY, as written verification of said review, the Governing Board of

Holtville Unified School District reviewed and accepted on
February 22, 2022 the Annual Financial Report as of June 30, 2021.

District Superintendent
(signature)

02/22/2022

Date

Please email a copy of the Audit Certification to fas@icoe.com and submit the original by April 15th to:

**Imperial County Office of Education
District Fiscal Advisory Services
1398 Sperber Road
El Centro, CA 92243**



PROPOSAL.....

DATE: February 15, 2022

TO: John-Paul Wells, Assistant Superintendent
Holtville Unified School District

FROM: Allegro Planning Inc.

SUBJECT: Professional Architectural / Engineering Services Proposal for
Holtville Middle School

Per your direction, we offer our professional services for the installation of

- one (1) 24x40 Modular Classroom
- one (1) 12 x 40 Modular restroom
-
- one (1) Marquee

to be purchased by the district for the Finely Elementary School campus

The total of proposed Construction Hard Costs is estimated to be \$ 331,000.00

Proposed Profession Services

We, therefore, propose the following services to prepare for the appropriate installation of the above development:

- Architectural / Engineering (Plumbing, Electrical, Civil Design, Fire Alarm professional service fees: \$52,875.00



Scope of Proposed Basic Professional Services

- **Schematic Design Phase (SD):**
 - Coordinate schematics and preliminaries with District representative
- **Design Development Phase (DD):**
 - Prepare Code Analysis
 - Review (DD) Documents with District
- **Construction Document Phase (CD):**
 - Prepare Working Drawings in AutoCAD
 - Prepare Specifications in Word Format (District to provide Board approved standard materials)
 - Submit building plans to DSA for review and approval
 - Architectural
 - Civil
 - Plumbing
 - Electrical
 - Fire Alarm
- **Bidding / Contract Award Phase:**
 - Review bids for conformity to construction documents
 - Process request for Information
 - Prepare Addendum (addenda)
- **Construction Phase:**
 - Review Shop Drawings and Submittals
 - Process Request for Information (RFI)
 - Provide Periodic observations during construction
 - Conduct Punch Walk and provide punch list items
 - Attend construction / coordination meetings



Proposed Profession Services Fee

The architectural / Engineering professional fee of: \$52,875.00

A. The following are not included in the above Architectural / Engineering Professional Services Fee:

- DSA fees and other agency permit fees
- Site topographic survey / soil report
- Additional services as defined below

B. The following is the proposed Progress Billing Schedule :

• Construction Documents at 90% complete	35%
• DSA Submittal	30%
• DSA Approval	20%
• Project Completion	15%
<hr/>	
Total	100%

C. Additional Services:

- Changes to the drawings after approval, completion and submission resulting in the creation of a Construction Change Documents (CCD Category A or B) to change the architectural, plumbing or the electrical design
- Changes to the drawings for the redefinition of construction phasing
- A Construction Cost Estimate by a professional cost estimator
- Additional services will be compensated per our Standard Hourly Rates as noted below at a mutually agreed upon fee.



D. Standard Hourly Billing Rate:

• Architect of record (AOR)	\$180.00
• Civil Engineer	\$175.00
• Project Engineer	\$150.00
• AutoCAD Designer	\$100.00
• Administration / Research /Clerical	\$ 85.00

E. Reimbursable's (Billed separately plus 15%):

- Printing / reproduction of plans and specifications in excess of one (1) set of printed DSA-approved plans and specifications.

F. Project Cancellation:

- Should the project be terminated prior to completion of design, the total fee due will be a proration of the progress at the end of the previous month plus a mutually agreeable amount of for the work expended during the month of cancellation.

Proposed Compensation for Profession Services

As noted above, the proposed Architectural / engineering professional service fees for this site are, Fifty Two Thousand, Eight Hundred and Seventy Five Dollars - **\$52,875.00** .

Sincerely,

Frank T. Lewis PE
Allegro Planning Inc.
109 Vine Hill School Rd.
Scotts Valley, CA 95066

Holtville Middle School

AUTHORIZATION TO PROCEED

Client _____
(signature)

Dated _____



PROPOSAL.....

DATE: February 14, 2022

TO: John-Paul Wells, Assistant Superintendent
Holtville Unified School District

FROM: Allegro Planning Inc.

SUBJECT: Professional Architectural / Engineering Services Proposal for
Holtville High School

Per your direction, we offer our professional services for the installation of

- one (1) 24x40 Modular Classroom
- one (1) Marquee

to be purchased by the district for the Finely Elementary School campus

The total of proposed Construction Hard Costs is estimated to be \$ 215,000.00

Proposed Profession Services

We, therefore, propose the following services to prepare for the appropriate installation of the above development:

- Architectural / Engineering (Plumbing, Electrical, Civil Design, Fire Alarm professional service fees: \$34,875.00



Scope of Proposed Basic Professional Services

- **Schematic Design Phase (SD):**
 - Coordinate schematics and preliminaries with District representative

- **Design Development Phase (DD):**
 - Prepare Code Analysis
 - Review (DD) Documents with District

- **Construction Document Phase (CD):**
 - Prepare Working Drawings in AutoCAD
 - Prepare Specifications in Word Format (District to provide Board approved standard materials)
 - Submit building plans to DSA for review and approval
 - o Architectural
 - o Civil
 - o Plumbing
 - o Electrical
 - o Fire Alarm

- **Bidding / Contract Award Phase:**
 - Review bids for conformity to construction documents
 - Process request for Information
 - Prepare Addendum (addenda)

- **Construction Phase:**
 - Review Shop Drawings and Submittals
 - Process Request for Information (RFI)
 - Provide Periodic observations during construction
 - Conduct Punch Walk and provide punch list items
 - Attend construction / coordination meetings



Proposed Profession Services Fee

The architectural / Engineering professional fee of: \$115,660.00

A. The following are not included in the above Architectural / Engineering Professional Services Fee:

- DSA fees and other agency permit fees
- Site topographic survey / soil report
- Additional services as defined below

B. The following is the proposed Progress Billing Schedule :

• Construction Documents at 90% complete	35%
• DSA Submittal	30%
• DSA Approval	20%
• Project Completion	15%
<hr/>	
Total	100%

C. Additional Services:

- Changes to the drawings after approval, completion and submission resulting in the creation of a Construction Change Documents (CCD Category A or B) to change the architectural, plumbing or the electrical design
- Changes to the drawings for the redefinition of construction phasing
- A Construction Cost Estimate by a professional cost estimator
- Additional services will be compensated per our Standard Hourly Rates as noted below at a mutually agreed upon fee.



D. Standard Hourly Billing Rate:

• Architect of record (AOR)	\$180.00
• Civil Engineer	\$175.00
• Project Engineer	\$150.00
• AutoCAD Designer	\$100.00
• Administration / Research /Clerical	\$ 85.00

E. Reimbursable's (Billed separately plus 15%):

- Printing / reproduction of plans and specifications in excess of one (1) set of printed DSA-approved plans and specifications.

F. Project Cancellation:

- Should the project be terminated prior to completion of design, the total fee due will be a proration of the progress at the end of the previous month plus a mutually agreeable amount of for the work expended during the month of cancellation.

Proposed Compensation for Profession Services

As noted above, the proposed Architectural / engineering professional service fees for this site are, Thirty Four Thousand, Eight Hundred and Seventy Five dollars \$34,875.00

Sincerely,

Frank T. Lewis PE
Allegro Planning Inc.
109 Vine Hill School Rd.
Scotts Valley, CA 95066

Holtville High School

AUTHORIZATION TO PROCEED

Client _____
(signature)

Dated _____



PROPOSAL.....

DATE: February 15, 2022

TO: John-Paul Wells, Assistant Superintendent
Holtville Unified School District

FROM: Allegro Planning Inc.

SUBJECT: Professional Architectural / Engineering Services Proposal for
Pine Elementary School

Per your direction, we offer our professional services for the installation of

- one (1) 24x40 Modular Classroom
- one (1) 12 x 40 Modular Restroom
- one (1) Marquee

to be purchased by the district for the Finely Elementary School campus

The total of proposed Construction Hard Costs is estimated to be \$ 331,000.00

Proposed Profession Services

We, therefore, propose the following services to prepare for the appropriate installation of the above development:

- Architectural / Engineering (Plumbing, Electrical, Civil Design, Fire Alarm professional service fees: \$43,875.00



Scope of Proposed Basic Professional Services

- **Schematic Design Phase (SD):**
 - Coordinate schematics and preliminaries with District representative

- **Design Development Phase (DD):**
 - Prepare Code Analysis
 - Review (DD) Documents with District

- **Construction Document Phase (CD):**
 - Prepare Working Drawings in AutoCAD
 - Prepare Specifications in Word Format (District to provide Board approved standard materials)
 - Submit building plans to DSA for review and approval
 - Architectural
 - Civil
 - Plumbing
 - Electrical
 - Fire Alarm

- **Bidding / Contract Award Phase:**
 - Review bids for conformity to construction documents
 - Process request for Information
 - Prepare Addendum (addenda)

- **Construction Phase:**
 - Review Shop Drawings and Submittals
 - Process Request for Information (RFI)
 - Provide Periodic observations during construction
 - Conduct Punch Walk and provide punch list items
 - Attend construction / coordination meetings

Proposed Profession Services Fee

The architectural / Engineering professional fee of: \$43,875.00

A. The following are not included in the above Architectural / Engineering Professional Services Fee:

- DSA fees and other agency permit fees
- Site topographic survey / soil report
- Additional services as defined below

B. The following is the proposed Progress Billing Schedule :

• Construction Documents at 90% complete	35%
• DSA Submittal	30%
• DSA Approval	20%
• Project Completion	15%
<hr/>	
Total	100%

C. Additional Services:

- Changes to the drawings after approval, completion and submission resulting in the creation of a Construction Change Documents (CCD Category A or B) to change the architectural, plumbing or the electrical design
- Changes to the drawings for the redefinition of construction phasing
- A Construction Cost Estimate by a professional cost estimator
- Additional services will be compensated per our Standard Hourly Rates as noted below at a mutually agreed upon fee.



D. Standard Hourly Billing Rate:

• Architect of record (AOR)	\$180.00
• Civil Engineer	\$175.00
• Project Engineer	\$150.00
• AutoCAD Designer	\$100.00
• Administration / Research /Clerical	\$ 85.00

E. Reimbursable's (Billed separately plus 15%):

- Printing / reproduction of plans and specifications in excess of one (1) set of printed DSA-approved plans and specifications.

F. Project Cancellation:

- Should the project be terminated prior to completion of design, the total fee due will be a proration of the progress at the end of the previous month plus a mutually agreeable amount of for the work expended during the month of cancellation.

Proposed Compensation for Profession Services

As noted above, the proposed Architectural / engineering professional service fees for this site are, Forty Three Thousand, Eight Hundred and Seventy Five Dollars - **\$43,875.00** .

Sincerely,

Frank T. Lewis PE
Allegro Planning Inc.
109 Vine Hill School Rd.
Scotts Valley, CA 95066

Pine Elementary School

AUTHORIZATION TO PROCEED

Client _____
(signature)

Dated _____



PROPOSAL.....

DATE: February 15, 2022

TO: John-Paul Wells, Assistant Superintendent
Holtville Unified School District

FROM: Allegro Planning Inc.

SUBJECT: Professional Architectural / Engineering Services Proposal for
Finley Elementary School

Per your direction, we offer our professional services for the installation of

- one (1) 24x40 Modular Classroom
- two (2) 12x40 Modular Restroom(s)
- one (1) Marquee

to be purchased by the district for the Finley Elementary School campus

The total of proposed Construction Hard Costs is estimated to be \$ 447,000.00

Proposed Profession Services

We, therefore, propose the following services to prepare for the appropriate installation of the above development:

- Architectural / Engineering (Plumbing, Electrical, Civil Design, Fire Alarm professional service fees: \$43,875.00



Scope of Proposed Basic Professional Services

- **Schematic Design Phase (SD):**
 - Coordinate schematics and preliminaries with District representative

- **Design Development Phase (DD):**
 - Prepare Code Analysis
 - Review (DD) Documents with District

- **Construction Document Phase (CD):**
 - Prepare Working Drawings in AutoCAD
 - Prepare Specifications in Word Format (District to provide Board approved standard materials)
 - Submit building plans to DSA for review and approval
 - Architectural
 - Civil
 - Plumbing
 - Electrical
 - Fire Alarm

- **Bidding / Contract Award Phase:**
 - Review bids for conformity to construction documents
 - Process request for Information
 - Prepare Addendum (addenda)

- **Construction Phase:**
 - Review Shop Drawings and Submittals
 - Process Request for Information (RFI)
 - Provide Periodic observations during construction
 - Conduct Punch Walk and provide punch list items
 - Attend construction / coordination meetings



Proposed Profession Services Fee

The architectural / Engineering professional fee of: \$43,875.00

A. The following are not included in the above Architectural / Engineering Professional Services Fee:

- DSA fees and other agency permit fees
- Site topographic survey / soil report
- Additional services as defined below

B. The following is the proposed Progress Billing Schedule :

• Construction Documents at 90% complete	35%
• DSA Submittal	30%
• DSA Approval	20%
• Project Completion	15%
<hr/>	
Total	100%

C. Additional Services:

- Changes to the drawings after approval, completion and submission resulting in the creation of a Construction Change Documents (CCD Category A or B) to change the architectural, plumbing or the electrical design
- Changes to the drawings for the redefinition of construction phasing
- A Construction Cost Estimate by a professional cost estimator
- Additional services will be compensated per our Standard Hourly Rates as noted below at a mutually agreed upon fee.

**D. Standard Hourly Billing Rate:**

• Architect of record (AOR)	\$180.00
• Civil Engineer	\$175.00
• Project Engineer	\$150.00
• AutoCAD Designer	\$100.00
• Administration / Research /Clerical	\$ 85.00

E. Reimbursable's (Billed separately plus 15%):

- Printing / reproduction of plans and specifications in excess of one (1) set of printed DSA-approved plans and specifications.

F. Project Cancelation:

- Should the project be terminated prior to completion of design, the total fee due will be a proration of the progress at the end of the previous month plus a mutually agreeable amount of for the work expended during the month of cancellation.

Proposed Compensation for Profession Services

As noted above, the proposed Architectural / engineering professional service fees for this site are, Forty Three Thousand, Eight Hundred and Seventy Five Dollars - **\$43,875.00** .

Sincerely,

Frank T. Lewis PE
Allegro Planning Inc.
109 Vine Hill School Rd.
Scotts Valley, CA 95066

Finley Elementary School

AUTHORIZATION TO PROCEED

Client _____
(signature)

Dated _____



PROPOSAL.....

DATE: February 14, 2022

TO: John-Paul Wells, Assistant Superintendent
Holtville Unified School District

FROM: Allegro Planning Inc.

SUBJECT: Professional Architectural / Engineering Services Proposal for
Finley Elementary School Administration/Parent Center

Per your direction, we offer our professional services for the installation of

- one (1) 24x40 Modular Administration Building
- one (1) 48x40 Modular Administration Building
- Bus Drop-Off Area, Parking Lot and Hardscape

to be purchased by the district for the Finley Elementary School campus

The total of proposed Construction Hard Costs is estimated to be \$ 1,427,988.00

Proposed Profession Services

We, therefore, propose the following services to prepare for the appropriate installation of the above development:

- Architectural / Engineering (Plumbing, Electrical, Civil Design, Fire Alarm professional service fees: \$115,660.00



Scope of Proposed Basic Professional Services

- **Schematic Design Phase (SD):**
 - Coordinate schematics and preliminaries with District representative
- **Design Development Phase (DD):**
 - Prepare Code Analysis
 - Review (DD) Documents with District
- **Construction Document Phase (CD):**
 - Prepare Working Drawings in AutoCAD
 - Prepare Specifications in Word Format (District to provide Board approved standard materials)
 - Submit building plans to DSA for review and approval
 - Architectural
 - Civil
 - Plumbing
 - Electrical
 - Fire Alarm
- **Bidding / Contract Award Phase:**
 - Review bids for conformity to construction documents
 - Process request for Information
 - Prepare Addendum (addenda)
- **Construction Phase:**
 - Review Shop Drawings and Submittals
 - Process Request for Information (RFI)
 - Provide Periodic observations during construction
 - Conduct Punch Walk and provide punch list items
 - Attend construction / coordination meetings



Proposed Profession Services Fee

The architectural / Engineering professional fee of: \$115,660.00

A. The following are not included in the above Architectural / Engineering Professional Services Fee:

- DSA fees and other agency permit fees
- Site topographic survey / soil report
- Additional services as defined below

B. The following is the proposed Progress Billing Schedule :

• Construction Documents at 90% complete	35%
• DSA Submittal	30%
• DSA Approval	20%
• Project Completion	15%
<hr/>	
Total	100%

C. Additional Services:

- Changes to the drawings after approval, completion and submission resulting in the creation of a Construction Change Documents (CCD Category A or B) to change the architectural, plumbing or the electrical design
- Changes to the drawings for the redefinition of construction phasing
- A Construction Cost Estimate by a professional cost estimator
- Additional services will be compensated per our Standard Hourly Rates as noted below at a mutually agreed upon fee.



D. Standard Hourly Billing Rate:

• Architect of record (AOR)	\$180.00
• Civil Engineer	\$175.00
• Project Engineer	\$150.00
• AutoCAD Designer	\$100.00
• Administration / Research /Clerical	\$ 85.00

E. Reimbursable's (Billed separately plus 15%):

- Printing / reproduction of plans and specifications in excess of one (1) set of printed DSA-approved plans and specifications.

F. Project Cancellation:

- Should the project be terminated prior to completion of design, the total fee due will be a proration of the progress at the end of the previous month plus a mutually agreeable amount of for the work expended during the month of cancellation.

Proposed Compensation for Profession Services

As noted above, the proposed Architectural / engineering professional service fees for this site are, One hundred fifteen thousand six hundred and sixty dollars - **\$115,660.00** .

Sincerely,

Frank T. Lewis PE
Allegro Planning Inc.
109 Vine Hill School Rd.
Scotts Valley, CA 95066

Finley Elementary School Administration/Parent Center

AUTHORIZATION TO PROCEED

Client _____
(signature)

Dated _____